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ABSTRACT

This step-by-step guide to using AppleWorks V1.3 to construct database files for the Apple IIe computer covers (1) program loading; (2) selecting the add files to the desktop option; (3) naming the file; (4) the blinking block cursor; (5) naming categories or fields; (6) moving to insert data; (7) inserting data; (8) changing database file formats; (9) altering the file layout; and (10) file saving. Seventeen sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS V1.3 TO CONSTRUCT DATA BASE FILES FOR THE APPLE IIe COMPUTER

SECOND EDITION

ED311856

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INTRODUCTION

"Using AppleWorks V1.3 To Construct Data Base Files For The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the data base file construction process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

(1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 05, omitting steps 02 through 04, after doing the following:

a. With the "Add Files" highlighted, press the RETURN key once. The picture on the monitor screen changes to look like that shown in Figure 5.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02 see Figure 2).

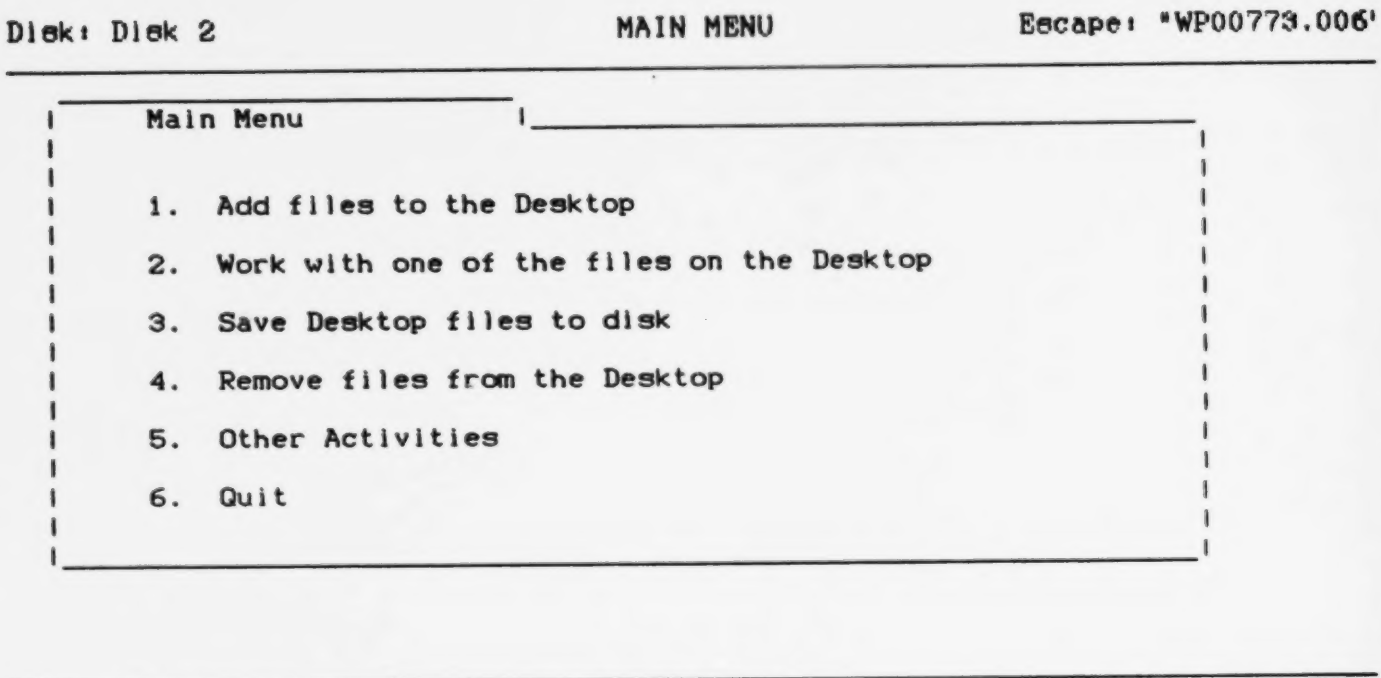

Disk: Disk 2
MAIN MENU
Escape: "WP00773.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
Q-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Disk #1 Selected. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

    a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

    a. Press the DOWN-ARROW key once.

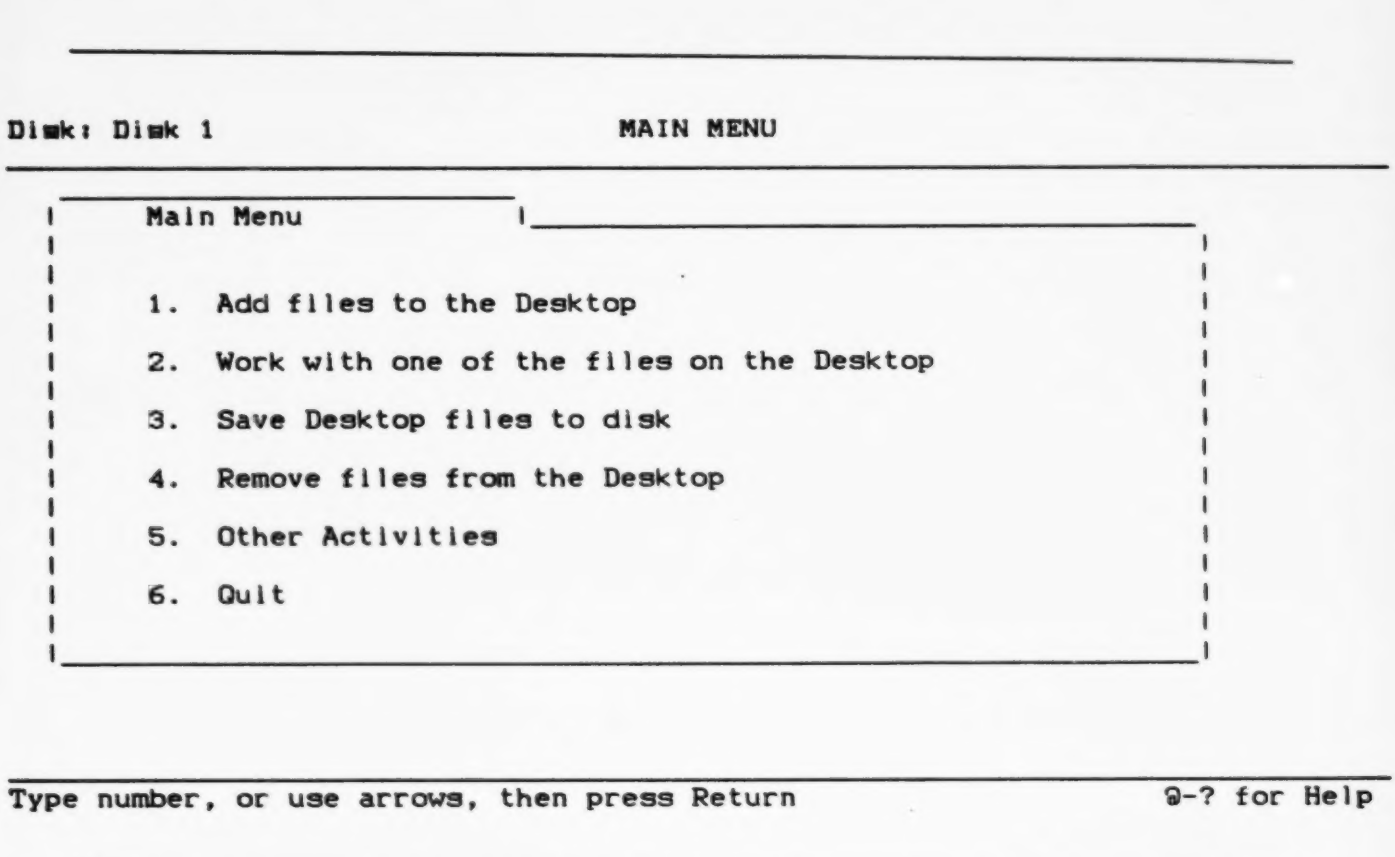

Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
⌘-? for Help

Figure 2. Computer Screen With "Disk: Disk 1" Selected.

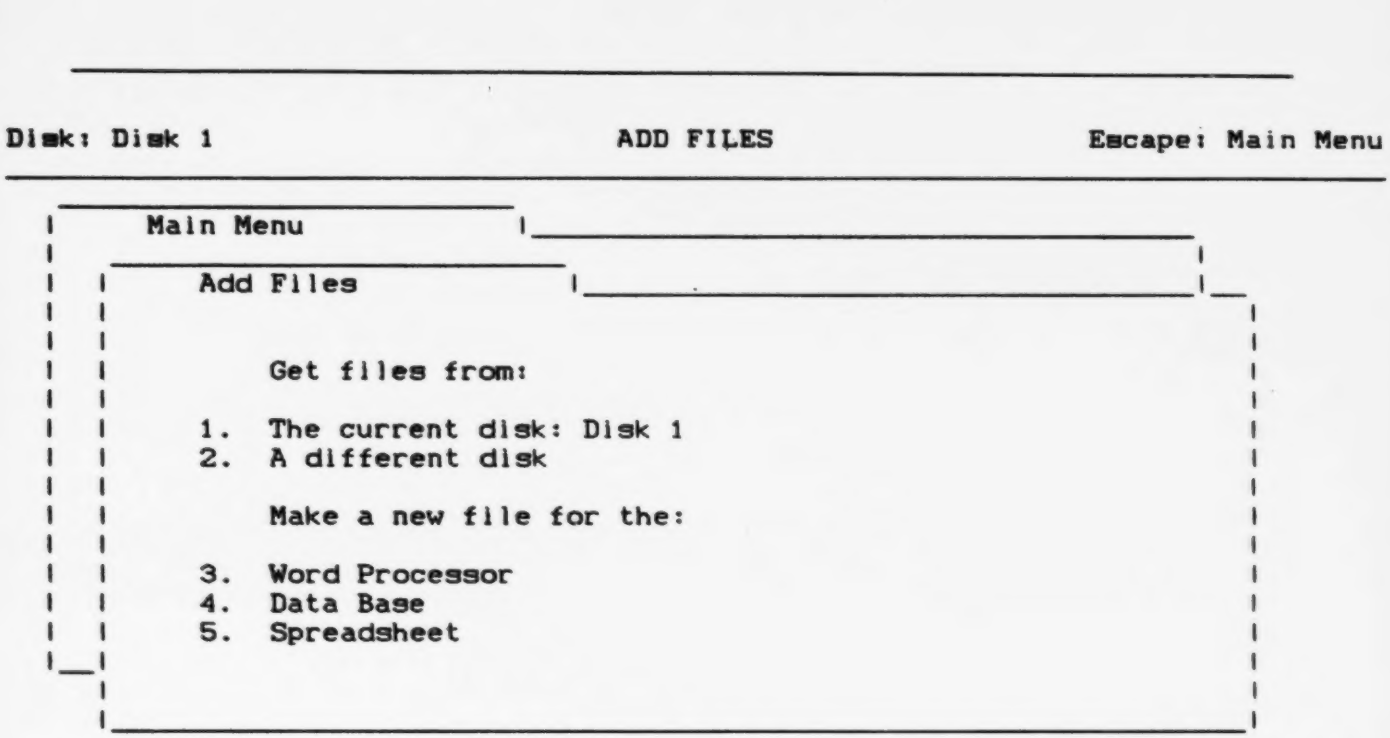


Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

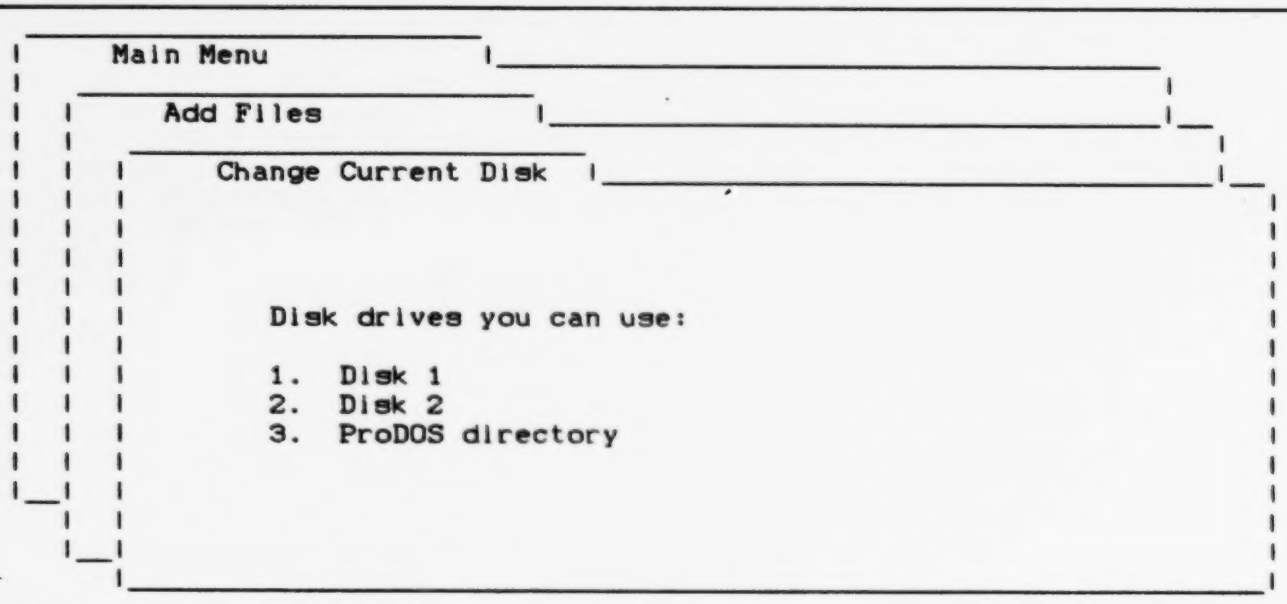
04. Selecting Disk 2. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5, with the "Add Files" menu on the monitor screen . Note that the numeral "1" in the upper left corner of the screen has changed to "2."

c. We are now ready to move into data base.

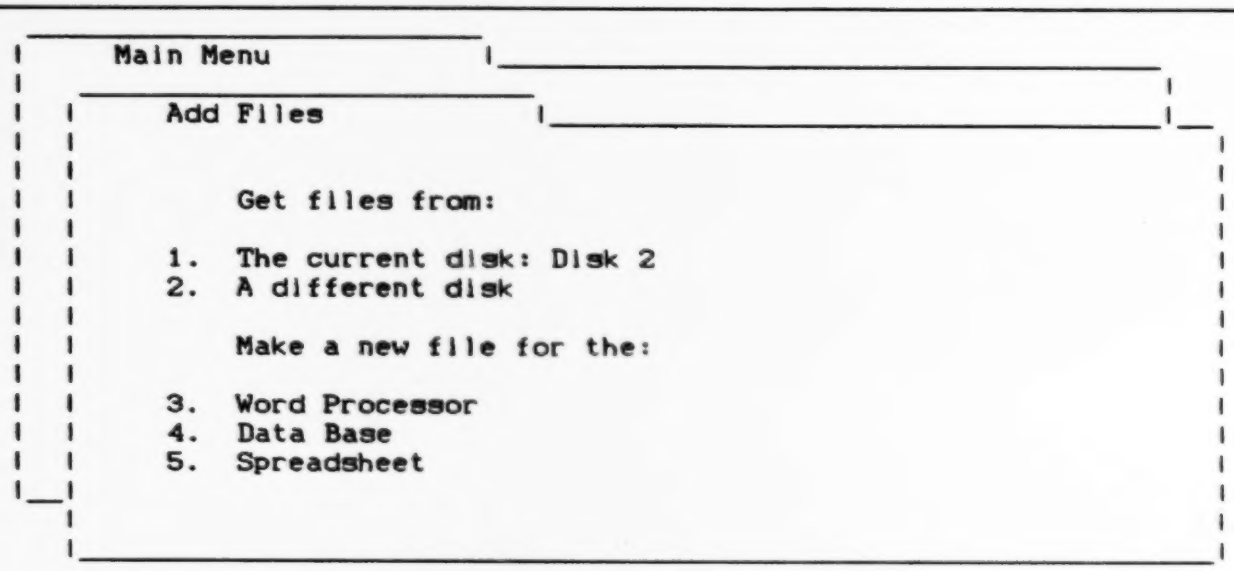
```
Disk: Disk 1                    CHANGE CURRENT DISK                Escape: Add Files
```




```
Type number, or use arrows, then press Return                    12K Avail.
```

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

```
Disk: Disk 2                    ADD FILES                    Escape: Main Menu
```




```
Type number, or use arrows, then press Return                12K Avail.
```

Figure 5. The Monitor Screen Showing The Add Files Menu After Selecting Disk #2.

05. Selecting the Data Base Option.

a. Press the numeral "4" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 6.

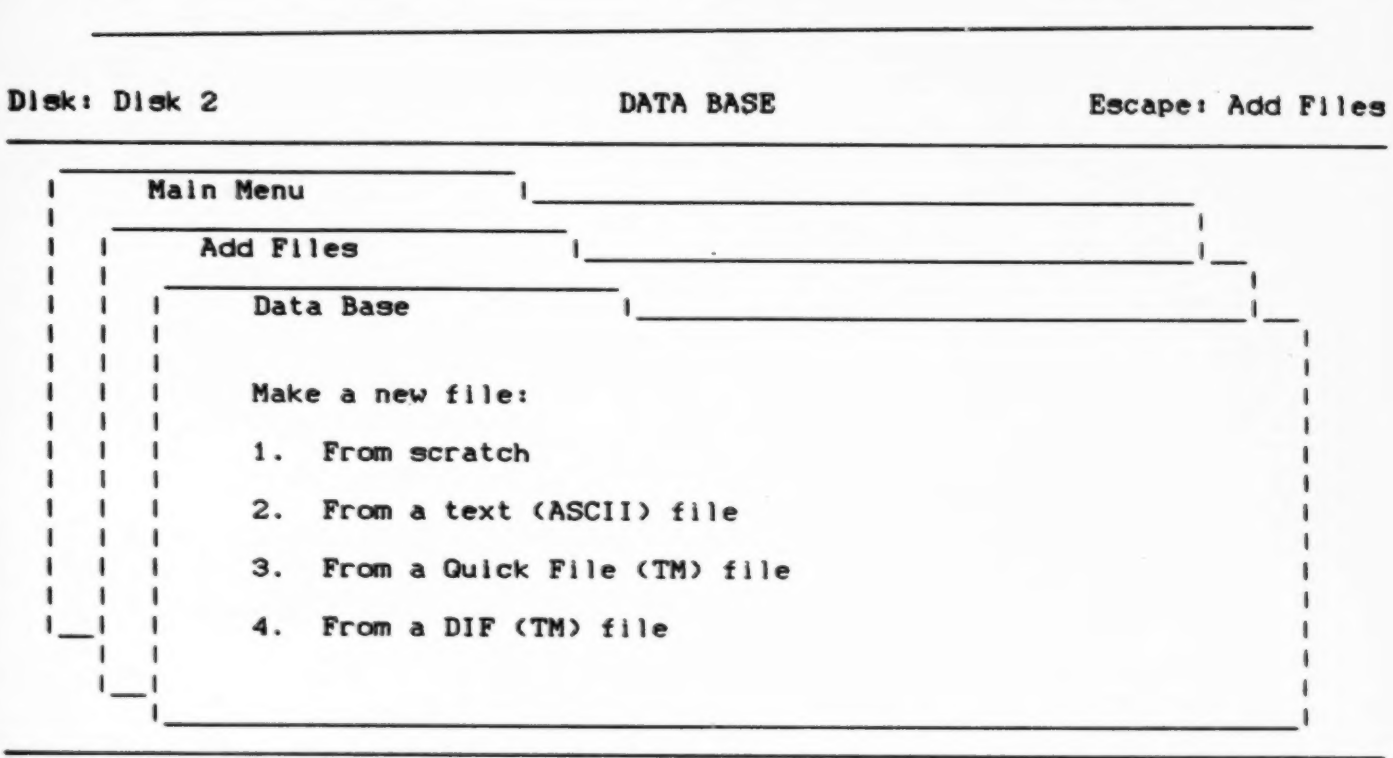


Figure 6. The "Data Base" Menu.

06. Naming The File.

a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.

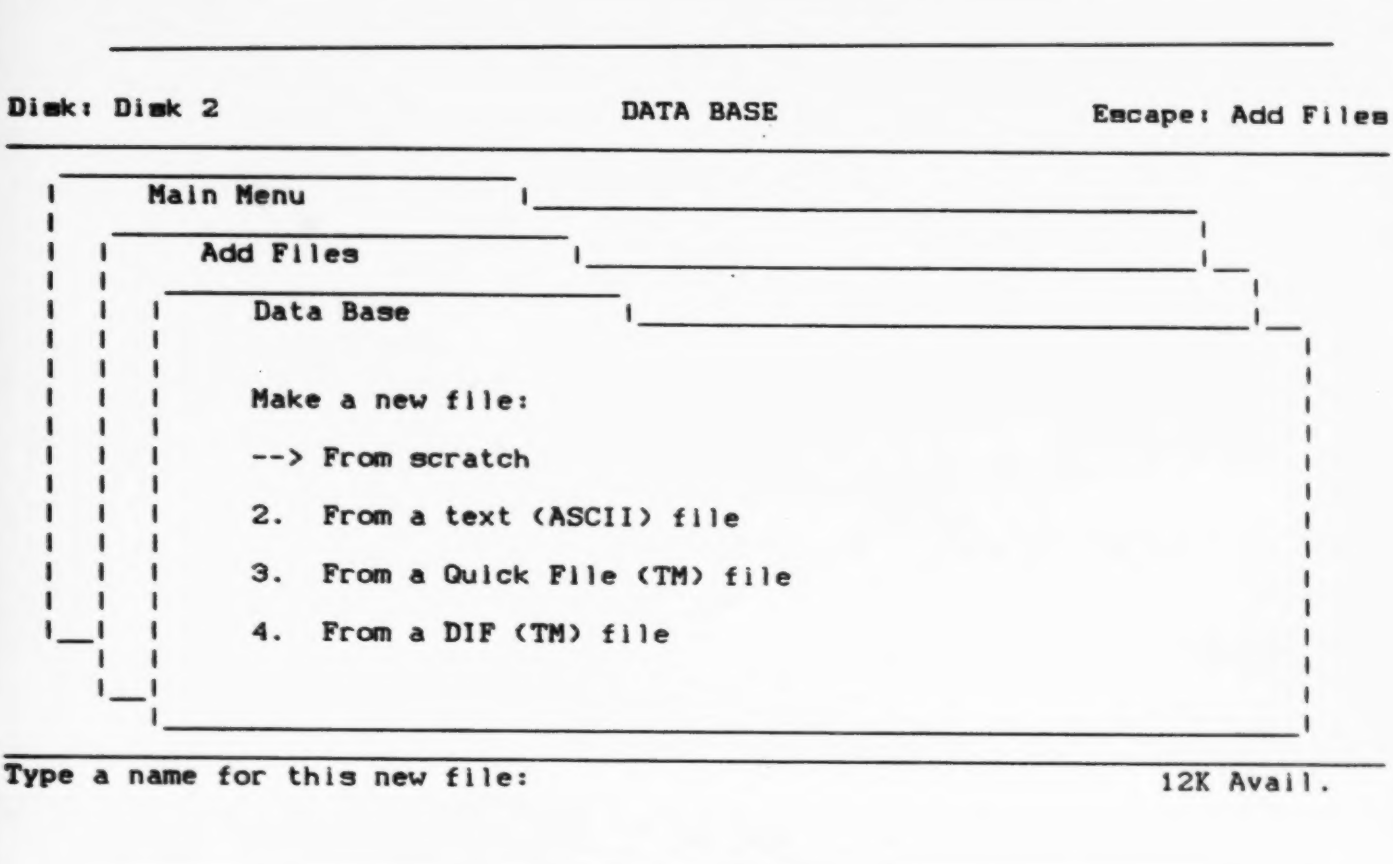


Figure 7. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the picture of the screen shown in Figure 8.

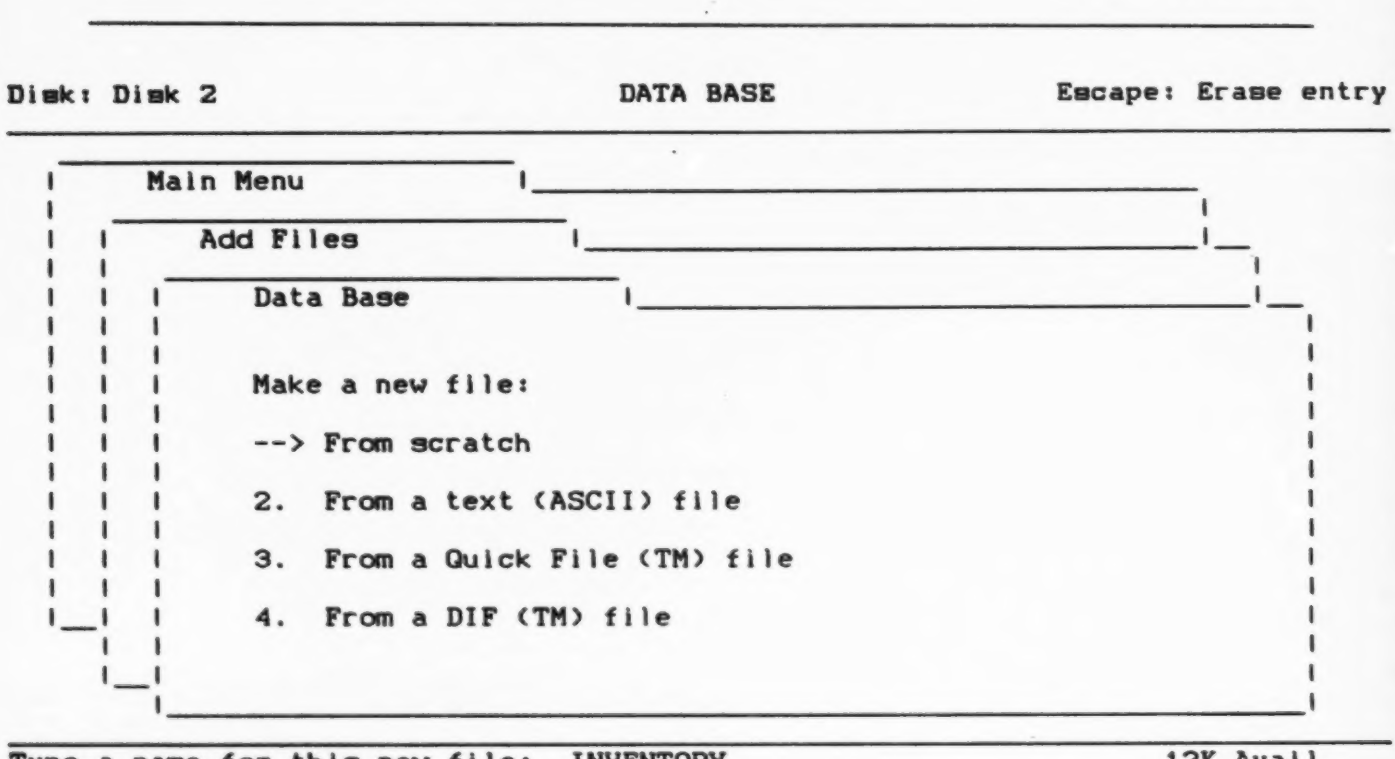


Figure 8. Blank Data Base File Titled "INVENTORY."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.

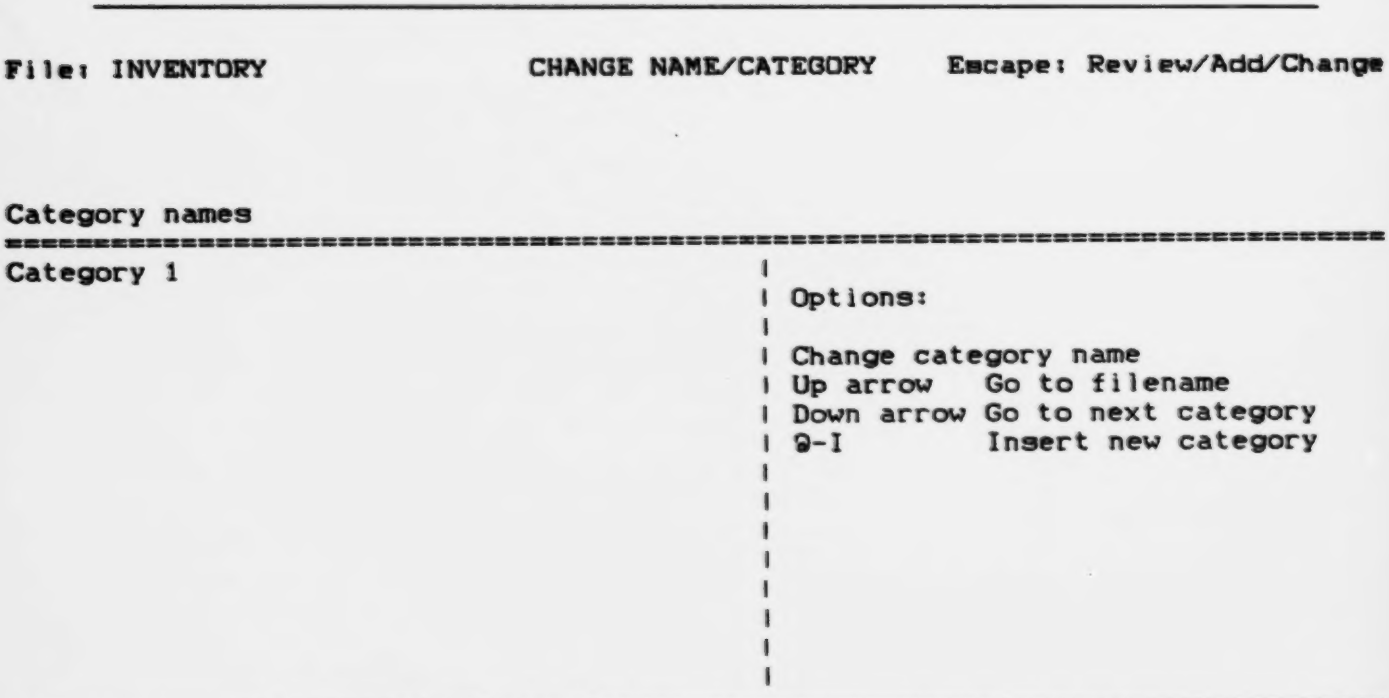


Figure 9. The Computer Screen Showing The Data Base File After Entering The Title, "INVENTORY."

07. Blinking Block Cursor. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).

08. Naming Categories Or Fields. Insert the first category name (categories, in the printed data base file, run from top to bottom). This is accomplished as follows:

    a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

    b. Type "ITEM NAME."

    c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure

10).

d. Press the RETURN key once. The screen should look like Figure 10.

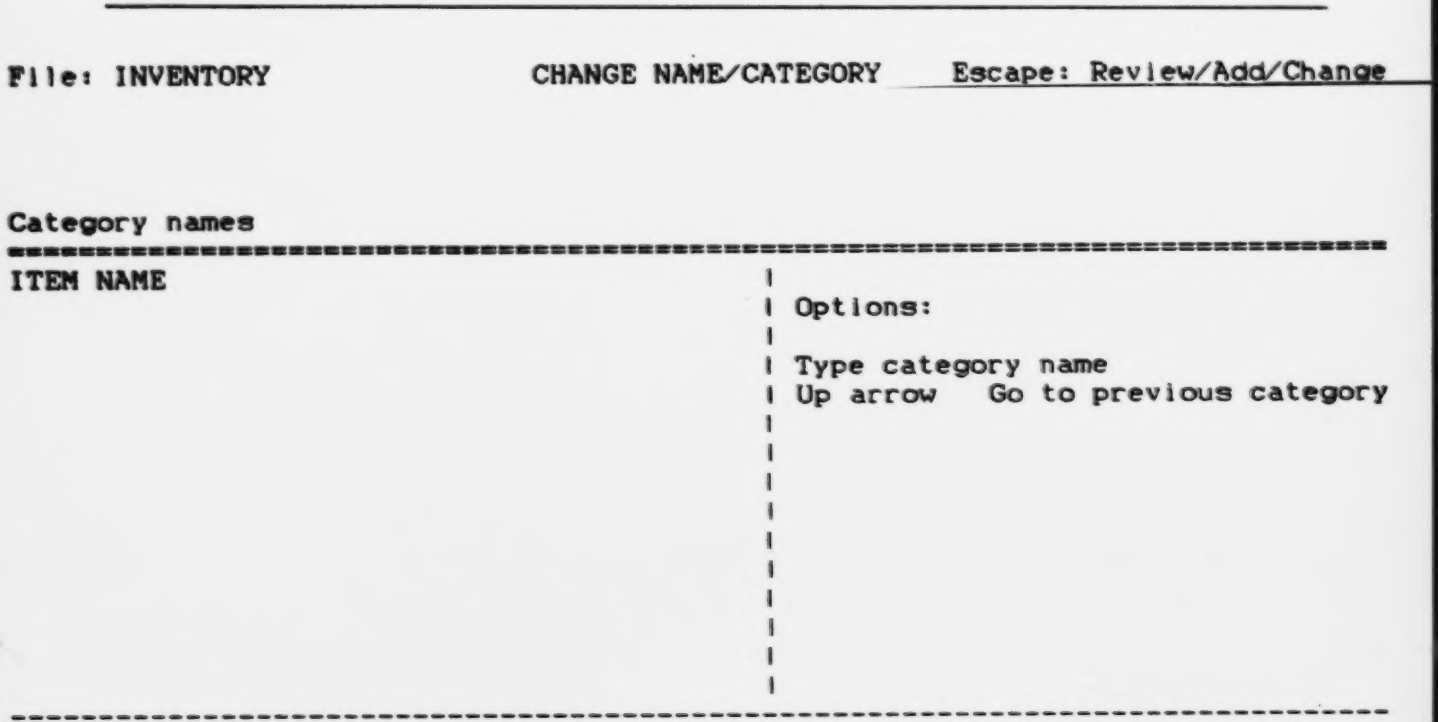


Figure 10. The Computer Screen After Inserting The "ITEM NAME" Category.

e. Type, "DESCRIPTION," and then press the RETURN key once.

f. Insert two additional categories titled "QTY" and "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 11. At this point, the cursor is located on the line below "STOR.LOCATION."

```
File: INVENTORY          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
==========================================================================
ITEM NAME                                |
DESCRIPTION                              | Options:
QTY                                      |
STORE.LOCATION                           | Type category name
                                         | Up arrow   Go to previous category
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
--------------------------------------------------------------------------
Type entry or use @ commands                                   12K Avail.
```

Figure 11. The Computer Screen After Typing The Four Category Names.

09. Moving To Insert Data.

a. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 12.

```
File: INVENTORY              REVIEW/ADD/CHANGE              Escape: Main Menu

Category names
==========================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.

--------------------------------------------------------------------------
Press Space Bar to continue                                    12K Avail.
```

Figure 12. The Monitor Screen After Performing Step "a."

b. Press the SPACE-BAR once. The screen changes to appears like the screen shown in Figure 13 and the file is ready for the insertion of real data.

```
File: INVENTORY                INSERT NEW RECORDS      Escape: Review/Add/Change

Record 1 of 1
================================================================================
ITEM NAME: -
DESCRIPTION: -
QTY: -
STORE.LOCATION: -

--------------------------------------------------------------------------------
Type entry or use 9 commands                                          12K Avail.
```

Figure 13. The Computer Screen Showing A Blank "Record 1 of 1."

10. Inserting Data. Insert data in the first two records (records run from left to right in the printed data base). This accomplished as follows:

    a. Type the information to be entered in a category.

    b. Press the RETURN key once.

    c. Type information in the next category and press the RETURN key once.

    d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

    e. If the computer does not move automatically from record 1 to record 2, follow the directions provided on the monitor screen.

11. Changing Data Base File Formats. After inserting information in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 14 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STORE.LOCATION
Wrench, Box	7/16"	10	C-03-10
Line	1/2" Nylon	2 Coils	H-01-05

Type entry or use @ commands @-? for Help

Figure 14. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

12. Altering The File Layout.

a. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and other adjustments to be made to the file (see Figure 15).

File: INVENTORY CHANGE RECORD LAYOUT Escape: Review/Add/Change

```
--> or <--  Move cursor
 >  9  <    Switch category positions
--> 9 <--   Change column width
9-D         Delete this category
9-I         Insert a previously deleted category
```

ITEM NAME	DESCRIPTION	QTY	STORE.LOCATION	M
				A
Wrench, Box	7/16"	10	C-03-10	R
Line	1/2" Nylon	2 Coils	H-01-05	G
				I
				N

Use options shown above to change record layout 12K Avail.

Figure 15. The Computer Screen After Selecting The Alter Layout Option.

b.. Alter the file to fit your desires by following the directions provided on the screen.

c. Press the ESC key once. The screen will appear similar to the example shown in Figure 16.

File: INVENTORY CHANGE RECORD LAYOUT Escape: Review/Add/Change

What direction should the cursor
go when you press Return?

1. Down (standard)
2. Right

ITEM NAME	DESCRIPTION	QTY	STORE.LOCATION
Wrench, Box	7/16"	10	C-03-10
Line	1/2" Nylon	2 Coils	H-01-05

More --->
Type number, or use arrows, then press Return 12K Avail.

Figure 16. The Computer Screen After Pressing ESC Once.

d. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 17.

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STORE.LOCATION
Wrench, Box	7/16"	10	C-03-10
Line	1/2" Nylon	2 Coils	H-01-05

Type entry or use @ commands @-? for Help

Figure 17. The Monitor Screen Showing The Altered Data Base File.

13. File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in slot or drive two. Note that normally, a red light over the disk drive slot comes on. When the light is again extinguished, your file has been saved on your data disk.